

**BYLAW NO 1966-20**

OF THE

CITY OF WETASKIWIN

IN THE PROVINCE OF ALBERTA

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

AND WHEREAS the Council of the City of Wetaskiwin considers it expedient to establish Council committees to support and facilitate the achievement of Wetaskiwin's Strategic Plan, vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the City of Wetaskiwin, in the Province of Alberta, enacts as follows:

TITLE:

1. This Bylaw may be cited as the "Council Boards and Committees".

PURPOSE OF BYLAW

2. This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

DEFINITIONS

3. In this Bylaw:
  - 3.1. "Administrative Representative" refers to the administration resource person appointed to a Committee by the City Manager or their delegate;
  - 3.2. "City Manager" means the City Manager for the City of Wetaskiwin and whatever subsequent title may be conferred on that officer by Council or Statute;
  - 3.3. "City" means City of Wetaskiwin
  - 3.4. "Committee" means a Committee established by Council pursuant to this bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large or, subject to Section 8.5 of this Bylaw, entirely of Members at Large;
  - 3.5. "Council" means the Council of the City of Wetaskiwin;
  - 3.6. "Councillor" means a Councillor of the City of Wetaskiwin;
  - 3.7. "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum when present at Committee meetings and, when present, they shall not vote.

- 3.8. "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 3.9. "Mayor" means the Chief Elected Official of the City;
- 3.10. "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.11. "Voting Member" means those members identified as voting members in a Terms of Reference.

## ESTABLISHMENT

4. Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
5. Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

## POWERS OF COMMITTEES

6. A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
7. Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
8. A Committee shall not have the power to pledge the credit of the City, to pass bylaws or to enter into any contractual agreements.
9. A Committee shall be consulted on the business transactions relating to the ongoing administration of the Committee.
10. The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
  - 10.1. receipt of requests or suggestions from Council,
  - 10.2. requests or enquiries from the public, and
  - 10.3. initiated by the Committee.
11. The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate to Council or Priorities Committee.
12. The Committee shall prepare and, on approval by Council, present briefs.

## REPORTING TO COUNCIL

13. Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
14. All Committee Chairs shall provide Council with a report on the activities of the Committee at least once annually or as requested by Council.

15. In the absence of the Chair, the Vice-Chair shall provide the report to Council and, in the absence of both the Chair and Vice-Chair, a Councillor appointed to the Committee shall provide the report.
16. Committee reports shall comply with Policy CO-001-1 Council Remuneration and Expense and the administrative procedures in place from time to time.

#### PUBLIC PARTICIPATION

17. Community organizations and individuals that wish to appear before, or communicate directly with, Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

#### MEMBERSHIP

18. A Committee shall be composed of the number of members, both Councillors and Members at Large, as indicated in the Committee Terms of Reference. If one or more Councillors are appointed as members of a committee, an Alternate Councillor shall also be appointed.
19. All members of a Committee shall be resident of the City of Wetaskiwin, unless otherwise provided in the Terms of Reference for that Committee.
20. Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.
21. Members at Large shall be appointed by Council to a Committee effective as of January 1 in each year or as otherwise designated by Council.
22. The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
23. Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
24. All Members at Large shall remain in office until their respective successors are appointed.
25. Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the committee accepting a valid reason for his or her absence.
26. Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
27. A Councillor appointed to a Committee that is comprised of both Councillor and Members at Large, is appointed solely as Council's representative to the Committee and shall not vote.

#### TERM

28. Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
  - 28.1. In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.

- 28.2. In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members at Large in that year.
29. Members at Large whose terms are expiring may be re-appointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.
30. Notwithstanding section 30, Council may allow a Member at Large to be re-appointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
31. In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.
32. Councillors appointed to a Committee shall be appointed for a two (2) year term; however, Council may, in its discretion, appoint a Councillor for an additional consecutive one (1) year term.

#### CHAIR AND VICE-CHAIR

33. At its first meeting each year, a Committee other than an Executive Committee shall elect a Chair and Vice-Chair from among its Voting Members.
34. The Chair shall hold office for a term of one (1) year from the date of appointment.
35. The Chair shall preside over all meetings for the Committee and decide all points of order that may arise.
36. In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chair would be entitled to exercise if present.

#### ADMINISTRATIVE REPRESENTATIVE

37. The City Manager shall appoint an Administrative Representative to each Committee.
38. The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made and filed with the City Manager or their designate and made available to Council on a timely basis.
39. The Administrative Representative shall provide expert advice, research, information and additional support staff as required by the Committee.
40. The Administrative Representative shall assist the Chair in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
41. The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
42. The City Manager, through his designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.



## MEETINGS

43. A Committee shall give at least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting
- 43.1. to the members of the Committee, and
  - 43.2. to the public.
44. Notice to the public shall be deemed to have been properly given if posted for public viewing on the City's website.
45. A majority of the Voting Members shall constitute a quorum at a Committee meeting.
46. Notwithstanding s. 46, a Committee other than an Executive Committee may act in the absence of a quorum so long as all members have received notice as provided in subsections 44 and 45.
47. All Voting Members of a Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

## GENERAL

48. The Meeting Procedures Bylaw and Council Code of Conduct Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large, except where otherwise provided by this Bylaw.

## TRANSITION

49. This bylaw shall come into effect after third reading and upon being signed.

READ a first time this 8<sup>th</sup> day of June, 2020.

READ a second time this 8<sup>th</sup> day of June, 2020.

READ a third time this 8<sup>th</sup> day of June, 2020.

ORIGINAL SIGNED

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TYLER GANDAM, MAYOR

ORIGINAL SIGNED

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SUE HOWARD, CITY MANAGER



SCHEDULE "A"